

## VACANCY ANNOUNCEMENT

(Announcement Number: 11-39)

The American Embassy in Kathmandu is seeking an individual for the position of Human Rights/Anti-Trafficking Assistant.

**OPEN TO:** All Interested Candidates

**POSITION:** Human Rights/Anti-Trafficking Assistant; FSN-7, FP-7

**OPENING DATE:** September 19, 2011

**CLOSING DATE:** October 3, 2011

**WORK HOURS:** Full-time; 40 hours/week

### **BASIC FUNCTION OF THE POSITION**

The incumbent collects, analyzes, and reports on human rights, labor, gender, and trafficking issues in Nepal and supports the Political and Economic Section's monitoring and reporting needs. The position provides administrative and logistic support in organizing events and scheduling meetings.

### **REQUIRED QUALIFICATIONS**

**NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information.**

1. A College level study in Social Sciences or Journalism is required.
2. At least three years of experience in social science research, journalism or closely related field is required.
3. Level IV (Fluent) of speaking/reading/writing English is required. Level IV (Fluent) of speaking/reading/writing Nepali is required.
4. A thorough knowledge of political, economic, human rights, labor and social structure, institutions, and history of Nepal is required.
5. The ability to translate to and from English/Nepali is required. The ability to conduct research and analysis is required. The ability to use various computer applications such as MS Word, MS Outlook and Excel are also required.

### **TO APPLY**

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards,

copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:  
[http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)

**SUBMIT APPLICATION TO (Please clearly mark your envelope as  
“Application for Human Rights/Anti-Trafficking Assistant”)**

Human Resources Office  
G.P.O. Box 295  
Kathmandu, Nepal

Or via email to our Recruitment Mailbox No. 2 at the following email address:  
[recruitktm2@state.gov](mailto:recruitktm2@state.gov)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Also visit us at: [http://nepal.usembassy.gov/about\\_the\\_embassy/job-opportunities.html](http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html)